

Single Equality Scheme Action Plan

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30	P, T	Equality and Diversity Champions for each of the 9 protected characteristics	To ensure that progress is being made in relation to all protected characteristics	ESG	ESG	Nov-12	C	Jul-12	Research carried out and collated for review to go to E&D steering group.	To go to E&D Steering group July 12.	Job roles drafted for consideration. E&D Steering group agreed champions to be devised on a project basis. Action complete.		
43	Pr, T	Work with Shropshire's Consultation group to ensure quality of service to all sections of the community	Ensure best quality and breadth of SFRS consultations	P	EDO / PID	(2011) 2012	C	Oct-12	The Engagement Strategy is still in place. We have not established the link with the councils consultation groups as yet. AP investigating if it still exists.		The Equalities Forum has now agreed it's objectives and one of these is to create a consultation group. AP update - Engagement Brigade Order will be reviewed this year. This piece of work will be considered when reviewing the consultation element of the Order.	Consultation group when devised by the forum will be contacted as and when required. Action complete.	
19	T	Review the possibility of training a selection of employees in sign language	To increase communication	CFS / HR	CFS / EDO	01/01/2011. Changed to July 2012	C	Oct-12	Options: Teach yourself BSL book and DVD available A selection of courses are available both at TCAT and Shrewsbury College., some taster course and others Level 1. Start dates & costs being investigated. Course Sign Language First Steps at CHEC Centre Madeley 20 April - 29 June 2012 - Gain expressions of interest from employees.		Courses for Sept - TCAT taster 18/09 at park lane centre, first steps 21/9 at CHEC Madeley or 19/09 at Ketley Community Centre , Level 1 17/09 at TCAT. SCAT - Level 1 26/09 at SCAT. Courses free except level 1 TCAT £265 & SCAT £319.	1 employee based in BFS attending taster sessions. DVD currently being trialled.	Now Complete

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21	Pr	Use rôle models in publicity and training materials to challenge stereotypical images	To promote the service to a diverse range of people	ALL	ALL / EDO	(01/07/2011) April 12	C	Mar-13	Sent update to Ian Russell - He is using diverse pictures where possible, in process with CFS of getting a block of photos to use for press and will take into account role models. NP to speak to our new photographers about the pictures we publish to ensure where possible we using a variety of images to include different groups to reflect equality and diversity - IR to set up meeting.	Meeting has taken place with new photographers			Action to be agreed, by ESG, as completed.
24	T	Increase communication and understanding about disability requirements for operational posts	Reduced myths about operational posts and increased awareness of disability genuine occupational requirements in the Service	HR, E&D	EDO	Ongoing	C	Feb-13		Ongoing work with training and development teams.		Monthly meetings held with Head of People Development regarding DDA cases. Occ Health advice sought where appropriate along with Access to Work.	Meeting attended on 18/01/13 with IT regarding their support to DDA cases.  Bi-monthly meetings scheduled with Head of People Development and liaison with Occ Health, as required, will continue. Action complete.
68	Pr	Take Our Daughters to Work'	Positive action day for daughters, young women friends and relatives of staff. To dispel preconceptions about women employees in Fire & Rescue Service, and give 'flavour' of work - esp. operational	E & D, all	EDO	April/May 2012	C	Jun-12	Paper agreed at E&D SG and SMT for June 12.	All in place for June 12	BYDTWD held on 6 June for 14 participants.	Action completed for event in 2012.	Make request to ESG for event to be held again in 2013, once agreed a new action will be opened.
42	Pr, T	Review language barriers for school presentations and business fire safety information	Ensure that all sections of the community are receiving an equitable service	CFS	CFS	2011	C	Apr-12		Advice available in different languages. BFS - translator provided on request and leaflets as required. CFS - Additional support given in schools and easy read. No further action required.			
73	T	Managers training to include understanding and recognising homophobic bullying	Better understanding of LGB issues	E&D	EDO	(01/09/2010) Changed to Sept 12.	C	Feb-12	Refresher training for managers to be organised to include an aspect on homophobic bullying / sexual orientation.	Completed January & February 2012.			

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6	T	Complete the Equality Impact Assessment 3 year Action Plan	All people are receiving an equitable service and there is no adverse impact	All	All	2009 (year 2) 2010 (year 2/3) 2011 (year 3) 2012 2013	IP		In progress with departments.	In progress with departments.	As at 16 July currently 21 outstanding, 8 completed and 16 due for consideration.	As at 17 October 12 - 20 outstanding, 4 complete, none removed, 16 for consideration.	As at February 2013: 20 outstanding, 0 completed, 0 removed and 16 due for consideration, with 1 not currently being looked at.
13	T	Review the flexi-time scheme for non-uniformed staff	More family friendly scheme	HR	EDO	May-12	IP		Date changed to May 2012	To be changed to Oct 12- tbc		Date change agreed to March 2013 at E&D Steering Group 17/10/12.	Now due to be reviewed. In progress.
15	T	Consider whether to undertake the cultural audit or other staff survey	Decision and rationale for an audit or a survey, and guidance on content and method	SG, HR, T&D	HRM/ EDO	Sep-11	IP		LM -This activity was deferred due to cost implications. Further decision on the applicability of something such as Survey Monkey was to be done after the experience for the LGB survey using the same mechanism was completed which is still in progress.	LGB survey still in progress.	LGB draft report received on responses so far. LGB survey on our website and been issued on employees payslips.	17/10/12 - Review CFOA Lifestyle survey which is due out Dec 12 Completion date for action changed to Feb 2013.	UKFRS Health and Lifestyle Survey 2013 - sent out on Pink newsletter 8/2/13 for two weeks.
37	T	Create SFRS Transgender guidance	Assist managers with any employee going through gender reassignment	HR	EDO	Oct-12	IP		NP asked group to change date to June 12 – agreed and LV advised to look at EEF for guidance	Date to be changed to Oct 12?	Research has been undertaken.	Currently in progress. Date changed to April 2013.	In progress.
40	T	Review of accessibility at: WL - completed 06/06/11 HQ - completed 2009 TC - partially completed, now on hold	Ensure access for all people at these sites	RS	HOR	(01/04/2011) April 13	IP		HQ &WL EQIA completed and TC no start date for renovations				EQIA updated for the TC project. HOR advised that it has been agreed to suspend this project until we better understand the future of the site in light of current finances.
66	T	Introduce Equality Monitoring Brigade Order	Set a framework for E & D performance monitoring.	HR	EDO	Oct-12	IP		BO is in progress.			BO in progress Date change to March 2013 agreed at E&D Steering Group 17/10/12	Now due to be reviewed. In progress.

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69	T	Are You Being Served?' consultation research project	Analysis of LGB views of services and agencies in Shropshire/ T&W. Report and action plan	E & D	EDO	<b>(01/01/2011) June 12</b>	IP		LGB survey display and leaflets set up at HMD event 27th Jan at Shirehall. Survey to go on our website and link on pay slips.	Survey on our website and link been on pay slips. Meeting to be arranged for July 12 to review progress of survey response.	Report on findings so far received July 12 and meeting arranged for 27 July.	Report with interim results taken to E&D Steering Group 17/10/12 and date change agreed.	Report with LGB Survey - Final Results to be presented to ESG on 5 March 2013.
70	T	Gypsy and Traveller staff anti-discrimination training	Better understanding of lifestyles, history and oppression of G & T communities. Reduced prejudices among front-line staff	<b>E &amp; D, Development</b>	EDO, Dev. Officer (TT)	<b>Dec-12</b>	IP		RDS training started Feb 12. Training started, x1 completed	Training in progress x9 complete.	All members invited.	17 completed to date. AGC's have also been invited to attend. Date changed, as some stations cancelled sessions and sickness, agreed at E&D Steering Group 17/10/12.	In process of rescheduling cancelled sessions, WH took place on 31/01/13. WM scheduled to take place on 14/03/13. 3 more outstanding to date.  Also distributed a bespoke Gypsy and Traveller DVD to all traveller sites in Shropshire and Telford and Wrekin.
72	T	Attendance at and regular reporting to Shropshire LGB Network to show evidence of our engagement	To provide evidence to Stonewall Top 100 Index of promoting inclusion	E&D	EDO	<b>Sep-12</b>	IP		Discussion had with chair of LGB group, invited to their next meeting Feb 12.	Attended meeting April 12, network information to be shared with staff and to involve chair with LGB consultation project.		No meeting held to date - more advisory at present.	Results from Stonewall's Workplace Equality Index 2013. SFRS score has improved since last year. Feedback meeting on results arranged for 8 March 2013.
33	T	Review the Single Equality Scheme for 2013	To ensure we are complying with our legal obligations	<b>HR</b>	EDO	<b>End of 2012</b>	IP						Now due to be reviewed. In progress.
50	T	Undertake an EQIA of the IRMP proposals (now the Public Value regime)	To ensure that there are no adverse effects on any people	<b>P</b>	<b>P</b>	<b>As they are created</b>	IP				Meetings held with some managers on transformation projects		ACFO Worrall advised that there were no significant IRMP changes during 2012, so no EQIA required. The IRMP will change during 2013 to take into account the new FRS National Framework, so an EQIA will be required later this year.

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23	T	Encourage the use of plain English, shorter documents and easy read documents throughout the Service	Better communications with employees and service users	All	All	Ongoing	IP			Ongoing	Website review currently in progress and consideration will be given to this during the review.		Document discussing the redesign of the website contains reference to Easy Read format and suggestion that this could be considered going forward.
52	T	Plan to undertake an equal pay review in accordance with the EHRC code of practice on equal pay / equalities bill	To ensure that pay is equitable	HR	ACO / HRM	2013	Now Due		LM - Watching brief to be maintained on the national situation. No plans to undertake such an audit in the near future due to both resources implications and continued existence of national terms, conditions and pay structures for all staff groups providing a level of resilience.				Position remains the same as previously reported - watching brief to be maintained on the national situation. No plans to undertake such an audit in the near future due to both resources implications and continued existence of national terms, conditions and pay structures for all staff groups providing a level of resilience.
74	T	Obtain evidence that procurement is contributing to meeting equality and diversity objectives	Demonstrate E & D impact of procurement process	E&D/RS	EDO/AK	(01/09/2010) Sept 12 date changed to Feb 13	Now Due		NP to speak to Andrew Kelcey to look at procurement from a legislative, employment and equality view. Sent to AK.			Date change agreed at E&D Steering group 17/10/12.	Now due to be reviewed - EDO to meet with HRS.
3	T	Undertake positive action events for under-represented groups	Remove any social preconceptions and views for under-represented groups	HR,T&D / CFS	EDO / CFS	(01/02/2011) June 12	A&O	Jun-12	Take our daughters to work' agreed by SMT and Steering Group to go head June 12.	Bring our Daughters to Work Day organised for June 12.	BYDTWD held on 6 June for 14 participants.	RDS positive action for women taster sessions to be held Oct 12.	RDS positive action for women taster sessions to be held April 2013.  Planning to hold Dyslexia Networking Evening in March / April 2013.
27	T	Analysis of current employment diversity data.	Up-to-date diversity data on our employees and ensure compliance with the National E&D Strategy	HR	EDO	2010 Annually	A&O		No guidance from CEHR completed Jan 2012 - on our website.		Data Cleanse due to be completed 2012	Awaiting Data Cleanse to be completed.	Stats produced for 2012 and published on website and will be shared with HR Committee. Note, data cleanse has not yet taken place.

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29 merged with 46	T	Proactive attendance at local religious, cultural and diversity or inclusion events	To promote the Service to a wide range of communities and higher profile on E&D issues.	CFS / E & D / All	CFS / EDO	Ongoing	A&O			Attending Cultural Diversity Day on 7th July with the outreach vehicle	Attended Cultural Diversity day with outreach vehicle	Attended Interfaith Forum Multicultural Fun day with Outreach vehicle Saturday 1st September 2012.  Action 29 merged with action 46 confirmed at E&D Steering Group 17/10/12.	HMD 27/01/13 promoted in Pink / Yammer. Info and posters sent to all stations / watches. Display at HQ. Local events advertised for T&W Council, South Shropshire Interfaith Forum and Shropshire Council / Shrewsbury College.
32	T	Undertake Equality and Diversity Training for all members of staff • 2010 – non uniformed and uniformed at Telford and HQ • 2011 - 12 Operational employees	To increase awareness of equality and diversity so that all equality and diversity issues are considered in all parts of the Service	HR	ACO/EDO	2010 2011-12 2013	A&O		Completed for WT		For training 2012 see action point 70	Induction training held on 30/10/12.	Ongoing Gypsy and traveller training (see action point 70).  Induction Training held on 11 February 2013.
48	T	Produce an annual report on equality monitoring statistics	To understand the profile of the organisation	HR	EDO	Annual January	A&O	Jan 12 Feb 13	Completed January 2012 and published on our website.				Stats produced for 2012 and published on website and will be shared with HR Committee. Note, data cleanse has not yet taken place.
65	T	Executives' visits to staff to include raising awareness of Equality & Diversity issues, actions to address these and progress made	Raised staff awareness and prioritising of equality and diversity issues within their work	Execs	Execs	Ongoing	A&O						ACFO Worrall confirmed the '2020' staff consultation exercise undertaken last year sought to raise awareness of E&D issues by asking staff to consider the likelihood and impact of societal issues occurring that could create either opportunities or threats for the Service in future years. Examples of such issues considered and discussed with staff included an aging population, increased levels of disability, increased poverty etc.

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7 & 45 merged	T	Arrange example equality audit with Regional partners  Undertake peer review every 3 years either through regional working / peer assessment of Fire Service Equality Framework	Participation in Regional equality audits; additional monitoring and evaluation resource for SFRS.  Ensure SFRS meets requirements of Fire Service Equality Framework	HR / ESG	E&D, STG, EDO	(12/11/2010) March 12	A&O	Mar-12		Audit completed March 12.	Report in process of being reviewed.	Audit feedback reviewed. ESG agreed that an action plan will be put together on points raised.	NP putting together action plan in response to points raised.
36	T	Provide the Human Resources Committee with an annual update on implementation of the action plan	To ensure that the HR committee are happy with overall progress of the single equality scheme / corporate equality action plan	HR	EDO	2010 ✓ 2011 ✓ 2012 ✓ 2013 ✓	A&O			Report due March 2013	Not yet due	Not yet due	Report completed March 2013.
11	T	Introduce Disability Brigade Order	Allow transparency of process and to support employees	HR	EDO	Sep 11 date changed to May 13	NYD		Dyslexia BO published Feb 12			Research being undertaken on Dyspraxia. Date changed to May 2013.	Not yet due.
49	T	Undertaken an EQIA of the Annual Report (previously the Performance Plan)	To ensure that the content and plan has no negative impact on any person	P	P	Annually in line with the report - June 2013	NYD		EQIA on annual report has been completed and was taken to CFA in June. NP to get from Alison Pritchard to put on our website. Next annual report will be completed June 12.		16/07 - Requested update from AP	12/10/2012 - Requested update from AP	Annual Report due to be issued between June - September 2013. The report will go to CFA before it is issued where an EQIA will be carried out.
16	T	Succession / Replacement Plan	To ensure continuity of Service delivery within E & D good practice	HR	HRM / DM	Apr-13	NYD		Date agreed to be changed to April 13 and to change to work on workforce planning – to be done when new HR system in place.	Not due yet.	Not due yet.	Not due yet.	Not due yet.
36A	T	Review the mediation process	Assessment of effectiveness. Necessary amendments or renegotiation of contract	HR	EDO	Sep 12 date changed to Feb 13 or when have appropriate number of cases to carry out review.	NYD					Review to be completed when a number of cases have been carried out. Date changed to Feb 13 at E&D Steering Group 17/10/12.	Not yet due - case numbers not yet reached level to carry out review.
53	T	Review the monitoring process for IPDRs	Meeting statutory obligations	ESG	ESG / EDO	tbc	NYD			To sit with HR for review.			This will be looked at as part of HR review.

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67	T	EQIA partners' review	Co-ordination of EQIA outcomes and actions. Better integration of processes. Shared information	E & D	EDO	(01/12/2010) Sept 12 date changed to March 13	NYD		JR advised group RIEP no longer in place.		25/07/12 advised OpA assessment to include equality awaiting outcome and this may be reviewed then.	Date change agreed at E&D Steering group 17/10/12.	EQIA process was not reviewed as part of OpA work.